

JESUP CITY HALL COMMUNITY ROOM RENTAL AGREEMENT

The **City Hall Community Room** is a 3,000 sq. foot facility located at 791 6th Street, Jesup, Iowa. The City Hall Community Room is available for rental from 6:00 a.m. to 12:00 a.m., seven days a week, including holidays. There are 25 – 8’ banquet tables and approximately 145 chairs. Room capacity is 153. The room is accessible by elevator or stairs. Four public restrooms are available. Kitchen facilities include the use of sink, microwave, refrigerator, roasters and serving utensils.

GENERAL PURPOSE STATEMENT

The City Hall Community Room was constructed to serve the general public. The facility shall be generally available for use by local civic, charitable, or non-profit organizations and for public and private meetings or parties.

RESERVATION PROCEDURES

1. Reservations for the City Hall Community Room will be taken at City Hall, 791 6th Street, Monday – Friday 8:00 – 4:30 p.m. or by phone at 319-827-1522 on a first- come first- serve basis.
2. Reservations made by telephone will be tentatively scheduled and held for 72 hours. If a signed agreement form, rental fee and deposit are not received by the end of the 72 hours, the reservation will be canceled.
3. A deposit and rental fee are due at the time of the reservation along with valid identification.
4. You must be 21 years of age or older to rent the Community Room.
5. For activities involving minors, there must be a responsible adult over age 21 in charge of the event.
6. Reservations will be accepted up to one year in advance.
7. Organizations requesting use of the Community Room must be located in or operate on a regular basis within the City of Jesup. Requests from local organizations for reservations in the next calendar year must be received prior to October 1 of each year to assure availability. Requests from individuals for the next calendar year will be accepted beginning October 1st. Community groups may book twelve events per calendar year in the Community Room.

REFUNDS/CANCELLATIONS

You will be allowed to change your rental date one time, to an open, available date at no charge. A full refund of rental fees will be given on cancellations made fourteen days or more prior to the reservation date. A fifty percent (50%) service charge of the rental fee will be held for cancellations made less than seven days in advance.

FEES

\$0.00 Chamber members for business purposes or local Non-profit organizations

\$15.00 hr. or \$50.00 full day **Resident**

\$30.00 hr. or \$100.00 full day **Non-Resident**

Renter may request access to the Community Room before the day of the event (to set up) for the full day’s rental fee provided that the area has not been rented for that day. However, if the facility remains available the week before the event, then Renter may rent it for the day before the event (to set up) by paying the hourly rate for that day. If the community Room is not rented out the next day, for an additional fee of the hourly rate, the Renter may have the room the day after the event to clean the facility.

There will be a \$30.00 fee on all returned Checks.

DAMAGE/CLEANUP/LOCK UP DEPOSIT

A \$100.00 Damage Deposit will be required for all rentals payable at the time of the reservation. The deposit will be held and refunded within 7 business days of satisfactory inspection of the **Clean-up Checklist** and Community Room inventory and return of the key-card and key.

Each group is responsible for orderly conduct and must leave the Community Room facilities in the same order as they were before their use. You are responsible to sweep, mop floors, clean the kitchen area (if used), empty

garbage in the outside dumpster and lock all doors before leaving the Community Room (see **Clean-up Checklist**).

Upon completion of the event, all items brought into the building by said renter shall be removed from the Community Room. The City is not responsible for any items left behind.

The deposit will be returned if the room is left clean, undamaged and is returned to the same condition as prior to your rental. Damage or extra cleaning will be charged on a time and material basis and will be deducted from the deposit. Failure to accomplish everything in the rental agreement and on the Clean-up Checklist will result in the loss of your Damage Deposit and additional costs, if applicable. If the renter damages, vandalizes, or destroys any property in the Community Room or facility area, this will also be charged to the renter. If the deposit is withheld because of the renter's maliciousness or negligence the renter then loses their privileges to rent the Community Room again.

BUILDING RULES

1. Smoking is prohibited on City property.
2. No admission fee may be collected for any activity.
3. No pets are allowed. Service animals specifically trained to aid a person with a disability are welcome.
4. The event must commence no later than 11:00 p.m. and the premises must be vacated by 12:00 midnight. When scheduling your event, please allow enough time for set-up and clean-up.
5. Set-up and arrangement of tables and chairs is the responsibility of the renter. All tables and chairs are to be placed in the table and chair racks when the rental is completed.
6. Alcoholic beverages will be allowed when a Hold Harmless/Indemnification Agreement is signed by the user and proof of insurance is provided as required (declaration page of homeowners or renters insurance policy) by said Agreement.
7. No screws, nails, tacks, pushpins, tape, staples, or Velcro strips are to be used on the walls, ceilings or floors of the Community Room. Decorations may be placed on the tables but must leave no marks or residue when removed. Confetti, glitter and Candles and other open flame decorations are not allowed. The use of bubble, smoke or fog machines are not allowed in the building.
8. Preparation or cooking of food is not allowed in the Community Center. Catered or previously prepared food is allowed to be brought into the Community Room.
8. An inventory will be taken of Community Room items after each event. Damaged or missing items may result in the forfeiture of deposit.
9. No equipment belonging to the City of Jesup, such as tables, chairs, or kitchen equipment will be removed from the building prior to, during, or after the event.
10. Any sale of an item or service by a renter or his/her designee, subject to Iowa Sales Tax, requires that the vendor(s) possess a legal & proper Iowa Sales Tax Permit. The Jesup Community Room assumes no responsibility for the collection or reporting of Iowa Sales Taxes resulting from renter's activities at the Jesup Community Room.
11. All City Hall lights have motion sensors that will turn off on their own. Please do not use light switches.
12. Heating and air conditioning are pre-set and programmed and should not be adjusted.
13. Parking is allowed on all City Streets, the Library parking lot and in the Farmer's Day lot next to The Farmer's Wife. Parking will be allowed in the employee's parking lot behind City Hall for loading and unloading supplies and equipment.
14. The City Clerk shall have the right & authority to reject any and all applicants for the renting of the Community Room and shall refuse further renting by any group or organization which violates any of the above rules.

RETURN ATTACHED CLEAN-UP CHECKLIST AND KEYS TO CITY HALL AFTER EACH EVENT

Failure to return completed checklist and keys may result in forfeiture of Damage Deposit

RESPONSIBILITY/INDEMNIFICATION AGREEMENT

This indemnity agreement is made supplemental to and as a condition of the Jesup Community Room Agreement. The undersigned agrees as follows:

1. The undersigned assumes the risk of liability arising from or pertaining to the possession, operation or use of the Community Room.
2. The undersigned shall indemnify and protect, and hold harmless the City of Jesup, Iowa, its agents, servants, successors, employees, officers, and assigns from and against all losses, damages, injuries, claims, demands, penalties, actions, costs and expenses, including legal expenses, or whatsoever natures, arising out of the use, condition (including, but not limited to, latent and other defects and whether or not discoverable by the undersigned), operation and ownership of the City of Jesup Community Room.
3. The undersigned shall assume the settlement of, and the defense of any suit or suits or other legal proceedings brought to enforce, all such losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses and shall at its own cost and expense defend any and all suits which may be brought against the City of Jesup, Iowa, either alone or in conjunction with others, upon any such liability, claim or claims and shall satisfy, pay and discharge any and all judgments and fines that may be recovered against the City of Jesup, Iowa in any such action or actions, provided, however, that the City of Jesup shall give the undersigned written notice of any such claim or demand after it has been made.
4. The indemnities and assumptions of liabilities and obligations herein provided for shall continue in full force and effect notwithstanding the termination of the Community Room, whether by expiration of time, by operation of law, or otherwise.
5. It is expressly understood and agreed that the City of Jesup, Iowa, does not assume any liability for any acts or omissions of the undersigned, its agents, servants, employees, officers, directors, successors or assigns.

Print Name: _____

Renter's Signature _____

Address: _____

Phone: _____

INVENTORY CHECKLIST

- Tables
- Chairs
- Roasters
- Serving Spoons
- Cleaning Equipment
- Towels/Dishrags
- Garbage Bags
- Garbage Cans
- Coffee Pot
- Water Pitchers

JESUP COMMUNITY ROOM CLEAN-UP CHECKLIST

Renter Name/Organization: _____ Address: _____

Date: _____ Time: _____ (Must be out by 12:00 a.m.) Key Card # _____

It is your responsibility to return the Community Room to its original condition. The following checklist is for your use in cleaning the facility. If you have any concerns or notice any problems with the Community Room, please make notations on the back of this form or contact City hall at 319-827-1522. If you encounter problems during your event; outside City Hall hours, please call, City Clerk, LeAnn Even 319-464-2116, or Public Works Director, Chris Even 319-404-3893 or a Police Officer at 319-415-1919.

- Tables and chairs are to be wiped down prior to storage.
- Tables and chairs must be stacked or placed on the caddies.
- Return all table and chair caddies to storage area. DO NOT DRAG THE TABLES, PLEASE LIFT THEM.
- Trash is to be removed from **all** areas of the facility, including all bathrooms, stairwells and hallways. A dumpster is located outside in the employee parking lot. Garbage bags are provided and located in the kitchen area.
- All** floor areas are to be swept/mopped. Do not leave standing water. Buckets may be filled in kitchen sink. Cleaning supplies are located in the storage room.
- The kitchen area is to be left clean. Make sure all food belonging to you has been removed from the refrigerator. Please wipe off all counters and be sure sinks are drained/cleaned and microwave and refrigerator wiped out. Rinse and wring out any cleaning towels you have used and leave them on the sink.
- If you have used any towels or dish rags, ring them out and leave them in the sink. We will wash them for you.
- Check the area to make sure no personal items have been left in the building.
- Make sure the doors are locked upon leaving. The lights will turn off by themselves.
- Leave the completed checklist, with the renter's signature, and the keycard/key in the drop box located on the outside front of the building, to the right of the main City Hall entrance door.

Failure to accomplish everything in the rental agreement and on the checklist will result in the loss of your damage deposit and additional costs, if applicable. If anyone damages, vandalizes, or destroys any property in the Community Room or facility area, during the rental event, this will also be charged to the renter.

Thank you for you cooperation. JESUP CITY HALL

Renter Signature _____ Date ____/____/____ Emp. Initials _____

Please complete form and sign prior to leaving key and checklist in City Hall overnight drop box.

Policy modifications may be made from time to time by the City Manager or designee in regards to this policy that do not relate to specific room rental fees and group classifications approved by City Council.